

~~CONFIDENTIAL~~

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Branch

DATE: 4 Feb 48

FROM : Chief, Central Records Division

SUBJECT: Monthly Progress Report for January 1948

1. Personnel

Hq., Central Records
 Special Distribution Section
 Central Mail Section
 Administrative Files Section
 Information Distribution Section

	T/O	On Duty	Pending	Unfilled	
			0	3	
			0	1	
			9	4	25X9A2
			1	4	
			0	5	
			10	17	

2. Volume

a. The Information Distribution Section handled a total of 10,450 intelligence information documents in 62,135 copies, of which 1,014 documents in 24,792 copies were dittos reproduced in the section. In addition IDS processed and distributed six intelligence publications in 614 copies.

b. The Administrative File Section handled 1,789 documents.

c. The Special Distribution Section handled 237 documents in 456 copies, of which 39 items of 281 pages were reproduced and handled in 738 pages of copy.

d. The Executive Registry received 601 items, plus 140 TOP SECRET documents, and prepared 21 Daily Action Summaries. Many of the items had been previously processed by other sections of Central Records.

e. No count is made of material passing through the Central Mail Section. All material handled in IDS and AFS is first handled in bulk in Central Mail Section. In addition, newspapers, personal mail, and other materials are processed directly by the Central Mail Section.

3. General

a. The Records Administrator has continued discussions with interested activities regarding the uniform filing system.

b. The Records Administrator is working with FDB and Reference Center on the problem of disposition of certain foreign documents.

c. The records and files regarding the Registered JANIS in the agency have been transferred to Central Records. The availability of space for the storage of the stock of JANIS presently at [REDACTED] Va. is being investigated.

25X1A6a